

Food Service Program**Meal Charges****Purpose**

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration

1. Student Groups:
 - Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.
 - a) These meals will include only the menu items of the reimbursable meal.
 - b) After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.
 - Middle School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.
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2. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
3. On May 15 annually all charging will be cut off.
 - Parents/guardians will be sent a written request for "payment in full."
 - All charges not paid before the end of the school year will be carried forward into the next school year.
4. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
5. The principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

Discrimination Clause

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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